



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
INFORMATION, PUBLIC RELATIONS,  
PRINTING & STATIONERY DEPARTMENT

## NOTIFICATION

The 4th April, 2025

**No. E. 532205/16.-** Pending finalization of the service rules to be framed under the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following orders, to regulate the recruitment and promotion and the conditions of services of the persons appointed to Sorter and Grade-IV staff of the Directorate of Printing and Stationery, Assam, in the manner hereinafter appearing, namely:—

### CHAPTER — I

Short title and  
commencement

- (1) These orders may be called “Assam Printing and Stationery (Sorter and Grade-IV) Service Orders, 2025”.
- (2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

- In these orders unless there is anything repugnant in the subject or context:—
  - “Appointing Authority” means the Director of Printing and Stationery, Assam;
  - “Commission” means the State Level Recruitment Commission for recruitment of Grade-IV posts;
  - “Board” means the Selection Board constituted under order 13 of these orders;
  - “Direct recruitment” means recruitment made otherwise than by promotion of persons already in service under State Government;
  - “Member of the service” means a member of the Assam Printing and Stationery (Sorter and Grade-IV) Service;
  - “Select list” means the list referred in order 12 of these orders;
  - “Service” means “Assam Printing and Stationery (Sorter and Grade-IV) Service”;

- (h) "The Class-IV Government servants" means Government Servants under Group D posts as defined by Assam Services (Revision of Pay) Rules, 2017;
- (i) "Year" means the Calendar Year i.e. from January to December.

Classes and  
cadres

3. The status of the members of the service shall be Grade-IV Government Servants and shall consist of the following posts:-

Grade IV

(i)	Peon(MTS)
(ii)	Regular Mazdoor (MTS)
(iii)	Chowkidar (MTS)
(iv)	Mali (MTS)
(v)	Sweeper
(vi)	Duftry
(vii)	Supplier
(viii)	Packer
(ix)	Sorter

Strength of the  
service

4. The strength of posts shall be such as may be determined by the Government from time to time. The strength of service at the commencement of these orders, the name of the posts and number of posts shall be shown in **Schedule-I**.

Method of  
recruitment

5. Recruitment to the service shall be made in the manner following, namely :
- (1) Recruitment to the cadre of Peon (MTS), Regular Mazdoor (MTS), Chowkidar (MTS), Mali (MTS), Sweeper shall be made by direct recruitment.
  - (2) Recruitment to the cadre Duftry, Supplier and Packer shall be made by promotion in order of seniority-cum merit basis from those who have served in the post of Peon(MTS)/ Regular Mazdoor (MTS):  
  
Provided that there shall be no promotion from the post of Chowkidar (MTS), Mali (MTS) and Sweeper.
  - (3) Recruitment to the cadre of Sorter shall be made by promotion in order of seniority-cum-merit basis from those who have served in the post of Duftry, Supplier and Packer of this Directorate.

Procedure for  
direct  
recruitment

6. The recruitment for Grade-IV post shall be conducted by the State level Recruitment Commission for Class-IV posts as per Assam Direct Recruitment for Class-IV Analogous Posts Rules, 2022.

**Qualification for direct recruitment**

Age for direct  
recruitment

7. A candidate for direct recruitment to the service shall be minimum 18 years and maximum 40 years or as notified by the Government from time to time, on the first January of the year of advertisement, with relaxation incase of candidates belonging to special categories like Scheduled Castes, Scheduled Tribes and any other category as laid down by the Government from time to time.

Academic  
Qualification

8. The minimum educational qualifications for the posts or category of posts in Class-IV under the Government of Assam shall be as per guidelines laid down in Government Notification No.ABP.29/2022/22, dated 15/03/2022 and shall be in accordance with guidelines issued by Government from time to time and in force at the time:

Provided that maximum eligibility qualification for all Class-IV posts shall be HSSLC (Class 12) or equivalent examination passed and those who have educational qualification higher than this maximum eligibility educational qualification on the date of application shall not be eligible to apply for any of the posts or category of posts mentioned in (i) and (ii) above and subject to any modifications made by Government from time to time.

## Physical fitness

9. A candidate for direct recruitment shall be:-
- (i) of sound health, both mentally and physically, and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties; and
  - (ii) required to undergo medical examination before appointment into the service.

## Character

10. A candidate for direct recruitment shall produce to the Commission, certificates of good character from ,-
- (i) the Principal Academic Officer of the University or College in which he studied last ; or
  - (ii) two respectable persons, who are well acquainted with (but not related to) the candidate.

Recruitment by  
Promotion

11. Vacancies in the cadre of Duftry, Supplier, Packer and Sorter shall be filled up by promotion in the following manner, namely:-
- (1) Subject to suitability, as may be decided by the Board and by the Appointing Authority as set forth in order 12 and also subject to possessing following qualifications and experience, a member shall be eligible for promotion to the corresponding higher grade,-
    - (a) for promotion to the post of Duftry, Supplier and Packer in order of seniority-cum merit basis from the post of Peon(MTS)/Regular Mazdoor (MTS) of the Directorate, a member of the service shall have to serve as Peon or MTS continuously for a period of 5(five) years as on 1<sup>st</sup> January of the year of promotion.
    - (b) for promotion to the post of Sorter in order of seniority- cum-merit basis from the post of Duftry, Supplier and Packer of this Directorate, a member of the service shall have to serve in the post of Duftry, Supplier and Packer of the Directorate continuously for a period of 3 (Three) years as on 1<sup>st</sup> January of the year of promotion.

General  
procedure of  
promotion

12. (1) Before the end of each year, the Appointing Authority shall make an assessment of the likely number of vacancies to be filled by promotion in the next year in each cadre.

- (2) The Appointing Authority shall then furnish to the Board, the following documents and information with regard to as many Officers in order of seniority as are eligible for promotion :-
  - (a) Information about the number of vacancies;
  - (b) list of officers in order of seniority, eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be connected;
  - (c) character rolls of the officer listed;
  - (d) details about Reservation in case of promotion to the service as indicated under order 15;
  - (e) any other documents and information as may be considered necessary by the Appointing Authority or required by the Board.
- (3) The Appointing Authority shall simultaneously request the Board to recommend within one month a list of officers, found suitable for promotion in order of preference, in respect of promotion to each of the cadre in which recruitment is to be made by promotion.
- (4) The selection shall be made on the basis of seniority with due regard to merit in case of promotions.
- (5) The Board, after examination of the documents and information furnished by the Appointing Authority, shall recommend to the Appointing Authority, a select list of officers against the number of vacancies, in order of preference, found suitable for promotion.
- (6) The Appointing Authority on receipt of the lists recommended by the Board shall consider the list prepared by the Board along with character rolls of the employees and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the Board, it shall inform the Board of the changes proposed and after taking into account the comments, if any, of the Board, may approve the list finally with such modifications if any, as may, in its opinion, be just and proper.
- (7) The inclusion of a candidate's name in the select list shall confer no right to promotion unless the Appointing Authority is satisfied after such inquiry as may be considered as necessary that a candidate is suitable for promotion.
- (8) The list finally approved by the Appointing Authority shall be published by the Appointing Authority within 15 days from the date of final approval.
- (9) The select lists shall remain valid for 12 calendar months from the date of approval by the Appointing Authority.

Selection  
Committee

13. The selection of candidates for promotion shall be made by a Selection Committee consisting of the following members, namely:-

(i)	Director (Printing and Stationery)	-Chairman
(ii)	Deputy Director (Printing and Stationery) or Assistant Director (Printing and Stationery)	-Member
(iii)	Registrar or Superintendent	-Member Secretary

## Disqualification

14. No person shall be eligible for appointment to the service :-

- (1) Unless he or she is a citizen of India;
- (2) If he has more than one wife living or in case of a female candidate who has married a person whose wife is living;
- (3) If he or she violates the legal age of marriage;
- (4) If he or she has more than 2(two)living children:

Provided that the Governor may, if satisfied that there are special grounds for doing so, exempt any person from the operation of the provision of this clause.

- (5) if he attempts to enlist support for his candidature directly or indirectly by any recommendation either written or oral or by any other means.

## Reservation

15. In all cases of appointment by direct recruitment or by any promotion to the service, there shall be reservation in favour of candidates belonging to the Schedule Castes and Schedule Tribes (both plain and hills) in accordance with provisions of the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 (as amended) and the rules made there under.

There shall also be reservation in case of direct recruitment in favour of other categories of candidates as may be determined by the Government from time to time. The instructions regulating reservation of Other Backward Classes (including More Other Backward Classes), Persons with Benchmark Disabilities and Ex Servicemen, Women, etc. shall also be followed as per the prevailing Government norms.

## Appointment

16. (1) All appointments to the service shall be made by the Appointing Authority from the lists prepared for this purpose in the order in which they appear in the lists.
- (2) The inclusion of a candidate's name in the list shall confer no right to appointment unless the appointing authority is satisfied that after such enquiry, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service.

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|---------------------|---|
| Joining time        | 17. A person shall join within 15 days from the date of receipt of order of appointment, or of promotion, failing which, and unless the Governor extends the period which shall not at all exceed three months, the appointment shall be cancelled.   |
| Confirmation        | 18. Subject to availability of a permanent vacancy, every member of the service shall be confirmed in the category of posts to which he is appointed if he/she has completed at least 3 years of service as per Calendar year and the Appointing Authority is satisfied that he/she is fit for confirmation.  |
| Seniority           | 19. The seniority of members of the service in any class of posts included in the service shall be determined according to the order of merit in the list if they join the appointment within 15 days on the receipt of the order of appointment:<br><p style="margin-left: 40px;">Provided that, in case a member is prevented from joining within the said period of 15 days by circumstances of a public nature or for reasons beyond his control, the Appointing Authority may extend it for a further period of 15 days. If the period is not extended, the seniority will be determined according to the date of joining.</p> |
| Pay                 | 20. The time-scale of pay admissible to a member of the service shall be as shown in <b>Schedule-II</b> subject to revision from time to time.  |
| Leave, pension etc. | 21. Except as provided in these orders, all matters relating to pay allowances, leave, pension, discipline and other conditions of services shall be regulated as general Rules framed by Government from time to time.   |
| Gradation list      | 22. Gradation list shall be prepared and published every year containing the name of all members of the service cadre-wise in order of seniority and such other particulars as date of birth, date of appointment etc.  |
| Relaxation          | 23. Where the Appointing Authority is satisfied that the operation of any of these orders would cause undue hardship in any particular case, he/she may dispense with or relax the requirement of the order to such an extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner:<br><p style="margin-left: 40px;">Provided that the case of any person shall not be dealt with in any manner less favourable to him/her than that provided in any of these orders.</p>   |
| Interpretation      | 24. If any question arises relating to the interpretation of these orders, the decision of the Government shall be final.   |

**ARUNDHATI CHAKRABORTY,**  
 Secretary to the Government of Assam,  
 Information, Public Relations, Printing & Stationery Department.

**Schedule-I**  
(See order 4)

SL. No.	Name of Posts	Number of Posts	
		Permanent	Temporary
1	Sorter	4 Nos.	--
2	Duftry	5 Nos.	--
3	Supplier	4 Nos.	--
4	Packer	10 Nos.	--
5	Peon(MTS)	10 Nos.	--
6	Regular Mazdoor (MTS)	16 Nos.	--
7	Chowkidar(MTS)	12 Nos.	--
8	Mali(MTS)	1 No.	--
9	Sweeper	6 Nos.	--

**Schedule-II**  
(See order 20)

SL. No.	Name of Posts	Scale of Pay	
		Pay Band-1 (Rs)	Grade Pay(Rs)
1	Peon (MTS)	12000-52000	3900
2	Regular Mazdoor (MTS)	12000-52000	3900
3	Chowkidar (MTS)	12000-52000	3900
4	Mali(MTS)	12000-52000	3900
5	Sweeper	12000-52000	3900
6	Duftry	12000-52000	4400
7	Supplier	12000-52000	4400
8	Packer	12000-52000	4400
9	Sorter	14000-70000	3200